

Facility Allocation Policy (FAP)

Frequently Asked Questions

What is the priority order for facility allocations?

Facility Rental Contracts will be granted in a fair and equitable manner based on the following priority schedule and in accordance with the User Fee Policy rates:

Priority 1:

City – for the purposes of conducting City of Vaughan programs and business - no charge applies

Priority 2:

1. Children & Youth CSO (CSO rate is charged)
2. Heritage Village Fairs (CSO rate is charged; Fairs & Festivals Support Program may apply)
3. Older Adult Clubs (Operating procedures for older adult clubs fees apply)
4. Social Service Organizations (CSO rate is charged)
5. CSO (CSO rate is charged)
6. Adult CSO (resident rate is charged; exception for meetings where CSO rates apply)
7. Emerging CSO (CSO rate is charged)

Priority 3:

Residents (resident rate is charged; resident rate is also charged to CSO groups for requests outside of their approved category)

Priority 4:

Commercial Groups (commercial rate is charged)

Priority 5:

Non-Residents (non-resident rate is charged)

What are the deadlines for requesting a seasonal facility permit?

Deadline dates for seasonal requests are established annually by the Recreation Services Department and may be different for each facility type. Requests received by the deadline dates are allocated according to the priority schedule and general principles as described above. Further information can be found in Section 5 of the Facility Allocation Policy.

What is the process for requesting a seasonal facility permit?

New users must contact the Recreation Services Department to be placed on a mailing list or can apply using the request form available on-line on the City's website. Users must submit request forms for the following year indicating organizational profile, facility types, first and second choices of dates and times being requested (including tournaments). All request forms must be signed and dated in order to be processed. E-mailed requests must be submitted through the organizations main contact holder's e-mail address. Further information can be found in **Section 3** of the **Facility Allocation Policy**.

Is it possible to sublet or transfer permits to another user or group?

Subletting of any facility is strictly prohibited. The Recreation Services Department will issue a formal written alert to at least one Executive Member asking that the practice be stopped immediately and excess times be given back to the City. A second incident will result in the cancellation of the rental contract.